

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**Office of the Director**

**To:** Kimberly Gray  
Supervisory Contract Specialist  
Contracts and Procurement Division

**Copy:** File

**Date:** April 10, 2015

**Subject:** Delegation of Authority

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Pursuant to the Department of General Services' ("DGS") procurement regulations, I, Jonathan Kayne, in my capacity as Interim Director and Chief Contracting Officer of the Department of General Services (the "Department" or "DGS") hereby: (i) revoke all prior delegations of contracting authority made by the contracting officer(s) of the Department;<sup>1</sup> and (ii) delegate to Kimberly Gray, in her capacity as a Supervisory Contract Specialist in DGS' Contracts & Procurement Division, the following authority:

1. Ms. Gray is hereby appointed to serve as a contracting officer for DGS and shall have the authority to:
  - a. Award and execute contracts that have a value equal to or less than \$100,000;
  - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than \$100,000; provided, however, that such authority shall not authorize the execution of more than (\$250,000) in change orders, contract modifications or directives within any sixty (60) day period with regard to anyone contract;
  - c. Make findings and determinations required by DGS' procurement regulations; provided, however, that if such findings and determinations relate to the award of a sole source contract in excess of \$100,000, Ms. Gray shall first obtain the approval of the Chief Contracting Officer;
  - d. Execute and issue notices to proceed, notice of award letters and other such documents pursuant to awards and execution of contracts that have been approved by the Chief Contracting Officer; and

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<sup>1</sup> The Delegation of Authority to James Marshall of even date herewith is not revoked hereby.

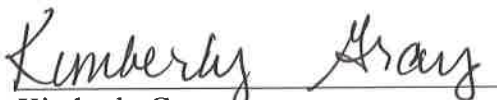
- e. Terminate contracts after obtaining approval of the Chief Contracting Officer.
2. Before executing any contracts, change orders, contract modifications or directives that authorize new funds, in accordance with the limitations expressed in this delegation, Ms. Gray shall obtain confirmation from the Department's Agency Fiscal Officer that adequate appropriated funds are available for such action.
3. Ms. Gray shall also have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations of DGS. For the avoidance of doubt, it is understood that Ms. Gray shall have the authority to create Purchase Orders through DGS' PASS/SOAR system in order to support contractual obligations made by any duly authorized contracting officer of DGS, including, but not limited to the Chief Contracting Officer.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

By:   
Jonathan Kayne  
Interim Director & Chief Contracting Officer

Date: 4/13/15

**Acknowledged By Kimberly Gray**

By:   
Kimberly Gray

Date: 4/10/15